



**Maintenance Worker**

<b>Reports to</b>	<b>Maintenance Manager</b>		
<b>Pay Band</b>	<b>PB-1 Hourly</b>	<b>Authority Matrix Code</b>	<b>N/A</b>
<b>BD Position #</b>	<b>402069</b>	<b>PSAC #</b>	<b>TBD</b>

**Job purpose**

The Maintenance Person is responsible for all maintenance requirements as they pertain to the efficient operation of the camp facility; all aspects of regular maintenance repairs, building improvements, environmental issues and safety.

**Duties and responsibilities**

Include, but not limited to:

- Inspect operating condition of all buildings and equipment and logs information daily
- Complete daily commodity checks
- Complete site inspections
- Diagnose equipment malfunctions
- Complete general repairs to electrical, plumbing and other building components within the capabilities of his/her experience and capacities.
- Make recommendations' for repairs, replacements or upgrades to be reviewed with the Site manager
- Ensure Warranty work is being addressed and carried out in a timely manner
- Be available for emergency call-ins
- Attend to general cleanup of the camp site facility
- Ensure everyone's safety by ensuring all areas of the building and its exterior grounds are maintained in a safe condition (i.e. snow clearing, debris)
- Maintain organized and safe work and storage areas
- Oversee all company safety policies and procedures.
- Assist the Site Manager in fire drills
- Comply with fire regulations
- Implement all repairs and maintenance activities in a safe manner while abiding by appropriate Work Safe Regulations
- Implement a preventative maintenance schedule in conjunction with the Site Manager
- Maintain and controls parts and tool inventory
- Maintain a log entry of daily routines, general repairs, scheduled and non-scheduled maintenance items on all equipment and buildings



## Maintenance Worker

- Take initiatives in gaining knowledge and skills relating to the maintenance position
- Participate in facility events
- Provide leadership skills in mentoring new and existing maintenance personnel
- Travel to Site or other locations as required

### Qualifications

- Minimum 3 year work experience within the trades and work programs related to building or facility maintenance
- Completion of secondary school
- Safety training certification preferred but not limited to: CSTS (Construction Safety Training System), WHMIS (Workplace Hazardous Material Information Sheet), Fall Arrest, H2S, Standard First Aid, Skid Steer, Bear Aware, Winter Driving and Confined Space
- Previous Camp Maintenance experience and technical ability is usually required
- Knowledge of and capability to complete tasks relating to general painting, plumbing, carpentry, electrical, heating systems and site maintenance
- Knowledge of safety regulations and best practices
- Demonstrated ability to maintain a checklist of records of maintenance routines
- Ability to communicate professionally with clients, staff, and management
- Outstanding oral and written communication skills in English
- Must have and maintain a valid Class 5 driver's license with a clean driving abstract

### Working conditions

- Work hours might vary but are usually 10 hours per day.
- Work shifts might vary but are usually 14 day in and 7 days off and / or 21 days in and 7 days off. (depending on Camp assignment)
- One-half hour unpaid lunch break
- Frequently exposed to noise and a regular flow of people around the office
- Frequently assigned changing priorities
- Frequently exposed to extreme weather including heat and cold (depending on season)

### Physical requirements

- Must be able to work in extreme weather conditions
- Must be able to lift a minimum of 50 lbs.
- Must be familiar with basic tools and their use.

### Direct reports

- None



**BLACK DIAMOND**  
GROUP

Date: Feb. 21, 2017

BU: C&L

Approver: HR

Version: 2

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### Acknowledgement

The above statements are intended to describe the general nature and level of work being performed by employee(s) assigned to this position. Additional duties and responsibilities may be required of the job holder upon business needs and at the request of *Black Diamond Limited* Partnership Management.

This job description has been approved by all required levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding and agreement to the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_